



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-584 (Amended to change Qualifications Needed and KSA # 1)
Position Title: Assistant Superintendent (Understudy)
Series and Grade: PG-1654-14
Salary Range: \$98,033.00 - \$127,442.00 PA
Promotion Potential: PG-14
Opening date 05/08/2008
Closing Date: 05/21/2008
Location of Position: Plant Operations, Production Department, Production Planning and Control Division, Washington DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

Assists the Superintendent in directing and coordinating the activities of the Production Planning and Control Division, which is comprised of the Production Planning and Scheduling Committee, Estimating and Jacket Preparation Section, Paper and Materials Control Section, Internal Printing Management Section and the Production Control Center to ensure that production deadlines are met, commitments are fulfilled, and optimum quality of products and efficiency of operations are maintained. Directs supervisors, develops planning and operational procedures, and evaluates the effectiveness of the operations and programs by establishing priorities and deadlines. Performs a variety of tasks to include managing the printing and binding workload for the plant, negotiate requirements with customers, review customer agency requisitions and materials received for possible in-house production, checks availability of and obligate materials, equipment and resources needed to meet requirements. Furnishes informal and firm cost estimates as required for printing and binding work. Calculates shipping weight and transportation costs, sends advance notice on the amount of colored ink required, calculates amount of stock required including make ready and running allowances. Determines paper inventory requirements to meet in-house production requirements including types, sizes and amounts to be stocked in the paper inventory and establishes the maximum, minimum and reorder quantity levels for each. Performs supervisory functions for subordinate staff including hiring, evaluating performance, receiving and resolving grievances, and taking corrective actions when necessary. Performs other related duties, as assigned.

QUALIFICATIONS NEEDED:

For the PG-14 grade level, applicants must possess 52 weeks of specialized experience equivalent to the PG-13 grade level. Specialized experience includes but is not limited to: supervising or leading employees in production plant activities, developing strategic and operational plans to adapt to changing technology and priorities, and primary responsibility for making decisions regarding manpower, equipment, and improvements. Applicants should address the level and scope of their responsibilities, span of control and type of operations/activities supervised or led.

NOTE 1: Upon selection, the incumbent will be assigned to act as the understudy to the current Assistant Superintendent of the Production Planning and Control Division. The selectee will remain at their existing pay while training as an understudy. Once the current Assistant Superintendent vacates the position, the understudy will be permanently promoted to the position.

NOTE 2: Selectee may be subject to serving a one-year probationary period for newly appointed managers and supervisors as described in GPO Instruction 610.9A.

All qualifications must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Ability to manage production plant operations in a deadline-driven environment, including supervising or leading employees and establishing productive relationships with peers, internal and external customers and upper management.
2. Demonstrated knowledge of current printing and binding processes, and methodologies including but not limited to planning, scheduling, quality assurance, performance measurement and metrics, plant safety, workforce selection, hiring, training and development.
3. Demonstrated ability to identify, research, and resolve complex production problems and issues, develop recommendations, and to define critical resources needed to accomplish tasks and assign individuals as needed to meet required timeframes.
4. Ability to communicate effectively to a wide variety of audiences (e.g., staff, customers, and executives) through oral and written presentations.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HC Operations
Aisha Maxwell
Phone: (202) 512-0666
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.